

## Notes

Be sure to check the date in the upper right hand corner to make sure you are using the latest version of this job aid.

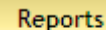
## Generating a Roster for a Scheduled Offering

It is often easier to ask attendees to sign a form to indicate their attendance at a learning event than it is to provide a blank sheet of paper to be used as a sign-in sheet. The printed roster removes any concerns about legibility, and can provide the users' AgLearn IDs, which are an enormous help for administrators when adding names for completion purposes.

This job aid shows a quick and easy method for preparing Scheduled Offering rosters suitable for printing and use at any AgLearn scheduled offering. It will be helpful to know in advance the ID of the Scheduled Offering for which you are generating the roster. This is not the Item ID, but a system-generated serial number, probably containing five digits. If you don't know the ID of your scheduled offering, instructions are included below to help you to find it.

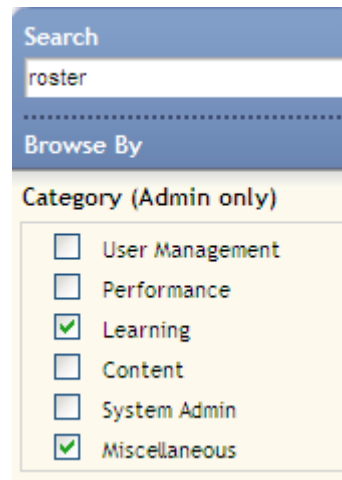
Step	Activity	View
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- From the AgLearn Administrator interface, click the **Reports** tab.



- Search for the **Scheduled Offering Roster Report** by entering **Roster** in the **Search** box.

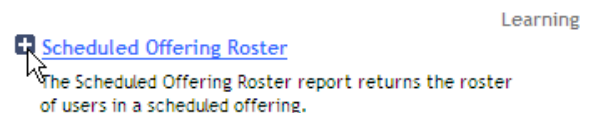
Ensure the **Learning** and **Miscellaneous** boxes are checked, as well.



- Click **Submit**.



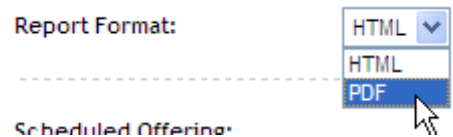
- Click the **+** to view report options.  
Note: Screens will vary slightly if you choose to run a customized roster report.



- Select the **Scheduled Offering Roster** link. Do not select the CSV version.



- Select **PDF** from the Report Format drop-down list.



You may have to scroll down to see the button.

## Notes

For example, if searching for scheduled offerings for FY 2011 ISA training that take place during January of 2011, select Contains and type 2011 in the Item/Schedule Block ID field, then enter the appropriate dates.


Our search was well-defined and returned only the scheduled offering we were looking for. Broader searches may return more offerings.

Note: There may be privacy concerns about displaying User IDs on a sign-in sheet.

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7. If you know the Scheduled Offering ID, enter it in the box and skip to Step 14.

If you do not know the Scheduled Offering ID, click the filter icon at the right to search for it.


Scheduled Offering: (1000,001)  

8. Search for the Scheduled Offering ID as you would for anything in AgLearn. The key elements to know are the item associated with your offering, and the date range during which the offering takes place. Accuracy here will keep the search from returning offerings you are not interested in.


Scheduled Offering ID:

Item/Schedule Block ID:

Description:

Start Date After: 

(MM/DD/YYYY)

Start Date Before: 

(MM/DD/YYYY)

9. Click **Search**.

**Search**

10. Locate the Scheduled Offering(s) for which you'll print a roster and click the corresponding Select check box(es).

Scheduled Offering ID	Item/Schedule Block	Description	Select
21475	Classroom USDA-CYBERSECURITY- FY2011-PRES (Rev 10/1/2010 06:30 AM America/New York)	FY2011 USDA Information Security Awareness and Rules of Behavior Training	<input checked="" type="checkbox"/>

11. Click **Submit Selection**.

**Submit Selection**

12. Click **Submit Filter**.

**Submit Filter**

13. From the report's search screen, uncheck the **Mask User IDs** box if you want the users' AgLearn IDs to display.

☒ Mask User IDs

14. Click **Run Report**.

**Run Report**

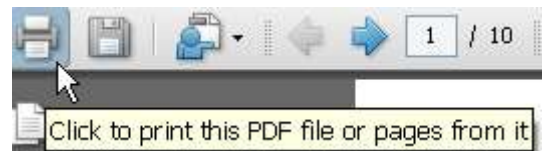
Notes

## Generating a Roster for a Scheduled Offering

15. Please be patient while the roster is generated.



16. To print the roster, click the printer icon at the top left of the screen.



17. Select the proper printer, pages, copies, etc. as you would for any other print job, then click **OK** and your roster/sign-in sheet will print.

